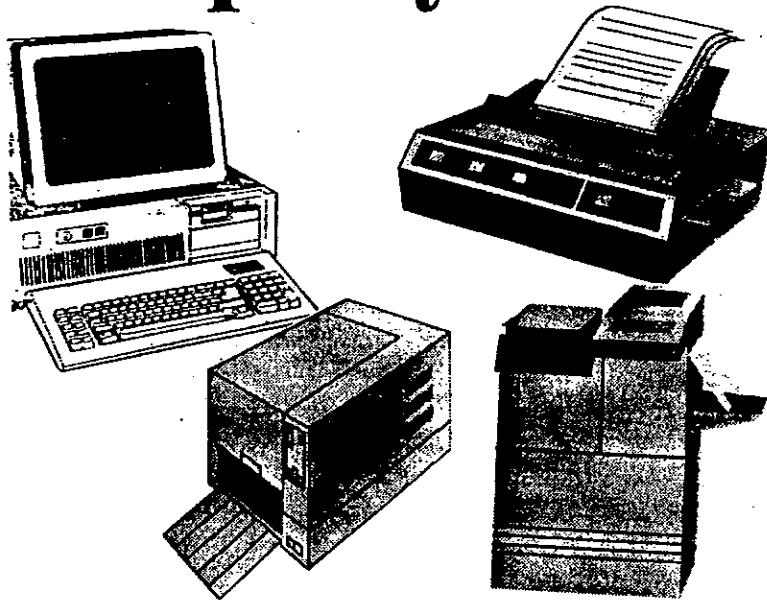




DISTRICT OF COLUMBIA GOVERNMENT
OFFICE OF TAX AND REVENUE

Personal Property Tax



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FILE AND MAKE CORRECTIONS, IF NECESSARY

INSTRUCTIONS FOR FILING

1998 D.C. PERSONAL PROPERTY TAX RETURN

General Instructions

IMPORTANT

TO INSURE PROPER CREDIT TO YOUR ACCOUNT,
PLEASE FOLLOW THESE INSTRUCTIONS:

1. Only one return will be accepted for each tax registrant.
If you have more than one business location, please file a consolidated return with separate schedule for each location.
2. If a label is provided, place it on the address area of the return you file and make corrections, if necessary.
3. Enter your D.C. business tax number and federal employer identification number in the appropriate boxes.
4. Write "1998 Personal Property Tax" and your D.C. business tax number on your remittance.
5. Include telephone number of officer or owner.
6. Include your name, address and business tax number on any additional schedules or attachments.
7. All assets acquired before July 2, 1988, must continue to be reported at the same depreciation rates that were used on previous years' returns. All assets acquired on or after July 2, 1988, must use the depreciation rates as prescribed in the depreciation guide.

Who Must File a Return

A D.C. personal property tax return must be filed by every individual, corporation, partnership, executor, administrator, guardian, receiver, trustee or any entity that owns or holds in trust any tangible personal property if:

- the property is located or has a taxable situs in the District of Columbia; and
- the property is used in a trade or business, including property kept in storage or held for rent or lease to third parties or government agencies.

NOTE: You are a trade or business if you are engaged in or carry on a trade, business, profession, rental of property, or any other activity for the purpose of gaining livelihood or income.

Construction companies doing business in the District of Columbia at any time from July 2, 1996 to July 1, 1997 must apportion the current value of tangible personal property as of July 1, 1997, in accordance with the number of days during the period that their tangible personal property was physically located in the District.

Exemptions

1. Nonprofit Organizations-The personal property of an IRC §501 (c) (3) organization that has applied for and received an exemption certificate from the Office of Tax and Revenue is exempt from personal property tax. If you are an IRC §501(c) (3) organization and would like to apply for an exemption certificate, please call (202) 727-6070.
2. Telecommunication Companies-The tangible personal property (excluding office-equipment or office furniture) of

any telecommunication company subject to toll telecommunication service tax or commercial mobile service tax is exempt from the personal property tax.

3. Public Utility Companies-The personal property of any gas, electric lighting or telephone company subject to the gross receipts tax is exempt from the personal property tax.
4. Cable Television Companies-The personal property of any cable television company subject to the gross receipts tax is exempt from the personal property tax.

When and Where to File

The 1998 D.C. personal property tax return must be filed on or before July 31, 1997. Mail returns to the Office of Tax and Revenue, P.O. Box 7862, Washington, D.C. 20044-7862.

Payment of Personal Property Tax

The total amount of tax due must be paid in full and mailed with the return. Make the check or money order payable to the D.C. Treasurer, and write "1998 Personal Property Tax" and your D.C. business tax number in the bottom left hand corner of your payment.

Extension of Time to File

To apply for an extension of time to file your personal property tax return, file Form FP- 129A. Mail FP- 129A, on or before July 31, 1997, with your full payment of the tax due.

Penalties and Interest

- The penalty for failure to file a return on time or failure to pay any tax due by the due date of the return, without regard to any extension, is 5 percent of the unpaid portion of the tax due for each month, or portion of a month, that such failure to file or pay continues, but not more than 25 percent in the aggregate.
- A 20 percent penalty will be imposed on an understatement of taxes, if the understatement exceeds (a) 10 percent of the tax determined to be due or (b) \$2,000, whichever is greater. Understatement of taxes is the difference between the amount shown on the original or amended return and the amount of tax determined to be due as a result of an audit or review.
- Interest of 1.5 percent per month, or portion of a month, will be assessed on any tax which remains unpaid after the due date of the return without regard to any extension.

Additional Information

Additional information regarding this return may be obtained from the Customer Service Division, 441 4th Street, N.W., Suite 550N, Washington, D.C. 20001, telephone (202) 727-4 TAX.

Photocopies

Photocopies of the D.C. personal property tax return with the original signature will be accepted.

SPECIFIC INSTRUCTIONS

DEFINITIONS

Value of Personal Property-You must report the remaining cost (current value) of all tangible personal property as of the tax date of July 1, 1997.

Depreciation-The straight line method of depreciation is the only method allowed to be used in calculating remaining cost. Accelerated depreciation methods and property lives, including the Accelerated Cost Recovery System (ACRS), may not be used to compute the remaining cost (current value). Tangible personal property reported on the return shall not be depreciated in excess of 75 percent of their original cost. Consequently, the current value of all tangible personal property must be at least 25 percent of the original cost.

All assets acquired before July 2, 1988, must continue to be depreciated at the rates used on the previous years' returns.

All assets acquired on or after July 2, 1988, must use the depreciation rates as prescribed in the depreciation guide.

Applicable depreciation rates for other machinery and equipment may be obtained from the Audit Division, 441 4th St., N.W., Suite 570, Washington, D.C. 20001, telephone (202) 727-6070.

Use Schedule A to report all depreciable property.

Leased Property-Any tangible personal property owned by the lessor must be reported in Schedule A. Any tangible personal property under a "Lease-Purchase" or a "Security Purchase" Agreement, in which the lessee is obligated to become the owner, must be reported in Schedule A.

Square Footage-Include the approximate total of square footage of all space in the District of Columbia, owned or specified by lease, where personal property reported on this return is located.

Schedules-Separate schedules may be attached if necessary. These schedules must include your name, address and your D.C. business tax number.

All items of tangible personal property owned by the business, whether or not currently in use, must be reported at their remaining cost (current value) as of July 1, 1997.

SCHEDULE A-Lines 1, 2, and 3 of the return

BOOKS, CASSETTES AND OTHER REFERENCE MATERIALS. Report in this schedule all books, reference books, other reference materials, such as cassettes, tapes, etc., used in a business or profession. Enter the amount on line 1 of the return.

FURNITURE, FIXTURES, MACHINERY AND EQUIPMENT. Report furniture, fixtures, machinery, equipment, and other fixed assets used in the business or profession.

Report the furniture, furnishings and equipment of hotels, apartments, schools, hospitals, sanitariums, rooming and boarding houses, estate property, property in storage and private dwellings that are rented furnished as a complete unit or as individual rooms or apartments. Hotels and motels must report on the return the total number of rooms. Enter amount on line 2 of the return.

UNREGISTERED EQUIPMENT AND OTHER TANGIBLE PROPERTY. Report unregistered (not registered in the District of Columbia) motor vehicles, trailers, construction equipment, equipment mounted on a vehicle or trailer and not used primarily for the transportation of persons or property, boats, barges, dredges, aircraft, etc., and all other tangible personal property not reported in any other schedule. Applicable depreciation rates for these items may be obtained from the Taxpayer Services Section. In addition to Schedule A, owners (lessors) of leased property located in the District of Columbia must complete Schedule D-2, if not included in Schedule A. Enter amount on line 3 of the return.

SCHEDULE B-Line 4 of the Return

SUPPLIES. Report those consumable items not held for sale, such as office and other supplies. Office supplies include, but are not limited to, items such as stationery and envelopes used in the business or profession. Other supplies include, but are not limited to, wrapping and packing materials, advertising items, salesbooks, fuel oil, china, glass and silverware. Enter amount on line 4 of the return.

SCHEDULE C-Page 2

DISPOSITIONS OF TANGIBLE PERSONAL PROPERTY. Report all fixed assets that were traded in, sold, donated, discarded or transferred from a D.C. location during the preceding tax year. This should include all items reported on the previous years' returns that are not reported in the current year return.

SCHEDULE D-1-Page 2

LEASED PROPERTY LESSEE. Complete this schedule only if you, as a lessee, had in your possession any tangible personal property which is rented or leased from another business or individual, and the lessor owned this tangible personal property. Any other tangible personal property under a "Lease-Purchase" or "Security Purchase" Agreement in which you as the lessee are obligated to become the owner, must be reported in Schedule A.

SCHEDULE D-2-Page 2

LEASED PROPERTY-LESSOR. Complete this schedule only if you, as a lessor, rented or leased to any business or individual the tangible personal property under a "Lease-Purchase" or a "Security Purchase" Agreement by which the lessee is obligated to become the owner. Any other tangible personal property you rent or lease must be reported in Schedule A.

Line 5 of the Return

Enter total cost of items in lines 1, 2, 3, and 4 in Column A of the return.

Line 6 of the Return

Enter remaining cost (current value) for items in lines 1, 2, 3 and 4 in Column B of the return.

Amended Returns.

If this is an amended return, be sure to write "Amended Return" at the top of the form.

DEPRECIATION GUIDE (FOR ALL ASSETS ACQUIRED ON OR AFTER JULY 2, 1988)

Assets may not be depreciated in excess of 75% of original cost.

Each category includes but is not limited to the items listed.

Examples are provided in parentheses.

Category A: 10% depreciation per annum

- (1) Air conditioning equipment (compressors, ducts, package units and window units)
- (2) Asphalt, cement and slurry plants and equipment
- (3) Automobile repair shop and gasoline service station equipment
- (4) Automobile sales agency furniture, fixtures and equipment
- (5) Bakery equipment
- (6) Banking furniture, fixtures and equipment (automatic teller machines)
- (7) Barber shop, beauty salon and cosmetic salon furniture, fixtures and equipment
- (8) Bottling equipment
- (9) Bowling alley equipment
- (10) Burglar alarm, security alarm and monitoring systems
- (11) Catering equipment
- (12) Clay products manufacturing equipment
- (13) Cold storage, ice making and refrigeration equipment
- (14) Conveyors
- (15) Dentists and physicians office furniture and equipment
- (16) Department store furniture, fixtures and equipment
- (17) Drug store furniture, fixtures and equipment
- (18) Emergency power generators
- (19) Fire extinguishing systems
- (20) Garbage disposals, trash compactors and trash containers
- (21) Hotel and motel furniture, fixtures and equipment (restaurant, bar, meeting room, office rooms, lobby and other public rooms)
- (22) Intercom systems
- (23) Kitchen equipment
- (24) Laundry and dry cleaning equipment
- (25) Libraries
- (26) Mail chutes and mail boxes
- (27) Musical instruments (portable)
- (28) Office furniture, fixtures and equipment (any kind whether modular or system furniture, desks, chairs, cabinets, shelving, awnings, typewriters, calculators, adding machines, files, partitions, carrels, cash registers, paper cutters, etc.)
- (29) Paper products industry machinery and equipment
- (30) Printing industry machinery and equipment
- (31) Pulp industry machinery and equipment
- (32) Restaurant, carry out, supermarket and delicatessen furniture, fixtures and equipment
- (33) Shoe repairing furniture, fixtures and equipment
- (34) Signs (neon and others)
- (35) Special tools (dies, jigs, gauges, molds)
- (36) Surveying and drafting equipment
- (37) Theater furniture and equipment
- (38) X-ray and diagnostic equipment
- (39) Wax museum (wax figures, displays, sets, barriers, rails)

Category B: 6.67% depreciation per annum

- (1) Antennas, transmitting towers, fiber optic cables, shelters, satellite dishes and repeaters
- (2) Cement, gravel and sand bins
- (3) Pianos and organs
- (4) Plating equipment
- (5) Safes
- (6) Watercraft, docks, slips, wharves, piers and floating equipment (boats, ships, barges)

Category C: 12.5% depreciation per annum

- (1) Building and lawn maintenance equipment
- (2) Car wash equipment
- (3) Construction, road paving and road maintenance equipment
- (4) Fabricated metal products machinery and equipment (machine shop)
- (5) Hospital and nursing home furniture, fixtures and equipment
- (6) Junk yard machinery and equipment
- (7) Meat, fruit, and vegetables packing equipment
- (8) Meters, tickometers and automatic mailer equipment
- (9) Music boxes
- (10) Non-registered motor vehicles (forklifts and golf carts)
- (11) Pipe contractor machinery and equipment
- (12) Radio, television, telecommunication, microwave and satellite transmitting systems (multiplexers, switches, transmitters, receivers, telephones, fiber optic equipment, terminal equipment)
- (13) Recreation, health fitness, health club, golf course and sporting equipment
- (14) Special equipment mounted on any motor vehicle (welders, compressors)
- (15) Trailers
- (16) Vending machines (cigarette, slot, change, soft drink, food)

Category D: 20% depreciation per annum

- (1) Blinds, drapes and shades (used as secondary window covering)
- (2) Brain scanners, CAT scanners, MRI scanners and dialysis equipment
- (3) Canvas
- (4) Carpets over finished floor, loose carpet and rugs
- (5) Coffee maker and soda fountain equipment
- (6) Computers and peripheral equipment
- (7) Duplicating machines, photocopiers and photographic equipment
- (8) Hot air balloons
- (9) Outdoor Christmas decorations
- (10) Portable toilets
- (11) Self-service laundries (washer, dryer)
- (12) Swimming pool furniture, fixtures and equipment
- (13) Telephone answering equipment (beepers)
- (14) Television, stereo, radio and recorder equipment
- (15) Test equipment and electronic manufacturing equipment
- (16) Wood pallets (used in warehouses)

Category E: 50% depreciation per annum

- (1) Amusement arcade machines, pinball machines and video games
- (2) Cable T.V. decoders
- (3) China, glassware, pots, pans, serving dishes, utensils and silverware (in service)
- (4) Linens (in service)
- (5) Microfilms, movie films and video movie tapes
- (6) Small hand tools
- (7) Tuxedos and uniforms (in service)

Category F: No depreciation — report at 100% of cost

- (1) Antiques, tapestries and oriental rugs (items appreciating in value)
- (2) Chemicals
- (3) Cleaning, office and other supplies
- (4) China, glassware, pots, pans, serving dishes, utensil and silverware (new in reserve)
- (5) Linens (new in reserve)
- (6) Oil paintings and sculptures (items appreciating in value)
- (7) Paper products
- (8) Tuxedos and uniforms (new in reserve)

FP-31 1998

Personal Property Tax Return

DISTRICT OF COLUMBIA GOVERNMENT
OFFICE OF TAX AND REVENUE

TRANSACTION NUMBER

READ INSTRUCTIONS BEFORE PREPARING RETURN
Tax year beginning July 1, 1997 and ending June 30, 1998

DATE RECEIVED

CASHIER'S RECEIPT NUMBER

D.C. Business Tax Number*

Name

PLACE

Federal Employer I.D. Number

Trade name

LABEL

Date business established in D.C.

Mailing address

NEW

Number of D.C. locations

City

State

Zip code

*Same as Franchise Tax Number. D.C. Business Tax Number must be entered or your return will not be processed.

Principal D.C.

business address

Zip code

Kind of business or profession

Business telephone number

Square footage of premises

If hotel or motel, number of rooms

If you are a lessee or lessor of personal property not reported on this return, complete Schedule D-1 or D-2 and check this box ☐
Are there other companies doing business from your address under lease, sublease or concession? Yes ☐ No ☐ If yes, attach separate
schedule listing names of each company. OFFICE BUILDING OWNERS MUST ATTACH A LIST OF TENANTS, INCLUDING ROOM NUMBERS,
AS OF JULY 1, 1997.

STATEMENT OF PROPERTY AND COMPUTATION OF PERSONAL PROPERTY TAX

Line Description	Column A Cost	Column B Remaining Cost (Current Value)
1. Books, cassettes and other reference materials (From Schedule A)	\$	\$
2. Furniture, fixtures, machinery and equipment (From Schedule A)		
3. Unregistered equipment and other tangible property (From Schedule A)		
4. Supplies (From Schedule B)		
5. Total cost of personal property (Add lines 1 through 4, Column A)	\$	
6. CURRENT VALUE OF PERSONAL PROPERTY (Add lines 1 through 4, Column B)		\$
TAX RATE (\$3.40 per hundred)		0340
7. TAX (Line 6 multiplied by tax rate)		\$
8. Tax paid, if any, with application for extension of time to file		
9. BALANCE DUE (Line 7 less line 8)		
10. Penalty (See instructions)		
11. Interest (See instructions)		
12. TOTAL BALANCE DUE, PLUS PENALTY AND INTEREST (Add lines 9, 10 and 11)		
13. Amount to be paid with this return		
14. Remaining unpaid balance		
15. Overpayment		\$

I declare under penalties provided by law that I have examined this return (including accompanying schedules and statements) and, to the best of my knowledge and belief, it is true, correct and complete. If prepared by a person other than the taxpayer, their declaration is based on all the information reported in the return of which they have knowledge.

SIGNATURE OF OFFICER OR OWNER

TITLE

DAYTIME TELEPHONE

DATE

SIGNATURE OF PREPARER (Other than taxpayer)

ADDRESS

DATE

MAILING INSTRUCTIONS: Make check payable to the D.C. treasurer and mail to the Office of Tax and Revenue, P.O. Box 7862, Washington D.C. 20044-7862 on or before July 31, 1997. Please write on the check "1998 Personal property Tax" and your D.C. Business Tax Number.

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Books, cassettes and other reference material, furniture, fixtures, machinery, equipment and other tangible property. (If total cost is over \$10,000, attach a copy of your latest balance sheet.)

Total Cost (Enter on appropriate line, Col. A, Page 1)

Type of Supplies	Basis of Valuation if Other Than Physical Inventory	Remaining Cost (Current Value)
Supplies:		
TOTAL COST OF SUPPLIES ON HAND (Enter on line 4 both Col. A and B, Page 1)		\$

(1) Type of Property	(2) Date Acquired	(3) Cost	(4) Date of Disposition	(5) Method of Disposition	(6) Name and Address of Purchaser	(7) Sales Price

(1) Type of Property	(2) Owner's Name and Complete Address	(3) Cost	(4) Date Lease Started	(5) Annual Rent

(1) Type of Property	(2) Owner's Name and Complete Address	(3) Cost	(4) Date Lease Started	(5) Annual Rent

FP-129A 1998 EXTENSION OF TIME TO FILE D.C. Personal Property Tax Return or Report		★ ★ ★ DISTRICT OF COLUMBIA GOVERNMENT OFFICE OF TAX AND REVENUE	
ENTITY NAME		D.C. BUSINESS TAX NUMBER MUST BE ENTERED	
NUMBER AND STREET OR RURAL ROUTE		FEDERAL EMPLOYER IDENTIFICATION NUMBER	
CITY OR TOWN	STATE	ZIP CODE	
Application for Extension of Time to File. Submit only the original application, along with your payment of any tax due as shown on line 4.			
1. A 3-month extension from August 1, 1997 to October 31, 1997, is hereby requested in order to file the following District of Columbia return or report. (Check one):			
<input type="checkbox"/> Personal Property Tax Return, Form FP-31 <input type="checkbox"/> Railroad Company Reports, Form FP-33 <input type="checkbox"/> Personal Property Tax Return of Railroads, Form FP-32 <input type="checkbox"/> Rolling Stock Tax Return, Form FP-34			
2. Estimated remaining cost (current value) of personal property as of July 1, 1997		2.	
3. Tax rate (\$3.40 per hundred)		3.	.0340
4. Balance due (multiply line 2 by line 3). The entire balance due must be submitted with this form, otherwise, your extension request will be denied. Note: You will be subject to failure-to-pay penalty on any amount of the tax due in the excess of the amount paid with this extension request.....		4.	
Taxpayer's Signature (If signed by another person, see instructions.)			Date

CUT HERE

INSTRUCTIONS

PURPOSE—A taxpayer must use Form FP-129A to request a 3-month extension of time to file Forms FP-31, FP-32, FP-33 or FP-34. A separate Form FP-129A must be submitted for each return or report.

WHEN TO FILE—The application for extension of time to file must be submitted on or before the due date of the return or report.

WHERE TO FILE—The completed form with your payment of any tax due should be mailed to the **Office of Tax and Revenue, 441 4th Street, N.W., Suite 810S, Washington, D.C. 20001**. Be sure to properly sign and date the form. Make your check or money order payable to *D. C. Treasurer*.

APPLICATION FOR EXTENSION OF TIME TO FILE—A 3-month extension of time will be granted if you properly complete and timely file Form FP-129A with full payment. You must attach a copy of your completed Form FP-129A at the time you file your return or report.

APPLICATION FOR ADDITIONAL EXTENSION OF TIME TO FILE—No extension of time to file shall be granted beyond the first 3-month extension.

INTEREST AND PENALTY—If any tax is not paid on or before the due date of the report or return, without regard to any extension, interest at the rate of 1.5 percent per month, and penalty at the rate of 5 percent per month (25 percent in the aggregate) shall be assessed on the unpaid taxes. Interest and penalty are computed from the due date of the return or report to the date the unpaid taxes are paid.

SIGNATURE—The application must be signed by the taxpayer or the taxpayer's duly authorized agent. If the application is signed by a person with a duly authorized power of attorney, a statement to that effect should be made below. It is not necessary to attach a copy of the power of attorney.